

**EFFECTIVE**

Upon Receipt.

**SUBJECTS**

1. CDC Updates
2. MA Updates
3. SER Updates

**1) CDC UPDATES****Central Registry  
(CR) Check**

Instructions are added to RFF 4661, CIS Clearance Request for CDC, to document on the FIA-1171C and in the CDC provider file that a Central Registry check was completed and the completion date.

*Reason:* Recommendation from OIG.

*Old Policy:* Documentation instructions were given in PEM 704, but not in RFF 4661.

**Updated Forms  
Exhibits**

Exhibits are updated in the Reference Forms and Publications (RFF) manual for:

- **FIA-805A-SP**, Child Development and Care Billing/Reporting Record
- **FIA-4578**, Child Development and Care Services Education Verification
- **FIA-4782**, Child Development and Care Early Payment Certification
- **FIA Pub. 798**, Michigan Cares for Today's Child

**CDC 4C Agencies  
List Updated**

The CDC 4C Agency information was updated in RFS 120 to show current information.

## 2) MA UPDATES

### Spend-Down Report

The English, FIA-114A, Spend-Down Report and Spanish, FIA-114A-SP, Informe de Gastos Minimos are available on the FIA Public Website.

*Reason:* Suggestion from local offices

### Forms

The following forms have been revised:

- FIA-14, MIChild/Freedom to Work Referral
- FIA-45, FIA to DCH/MIChild/FTW Transmittal
- FIA-1555, Authorization To Release Protected Health Information
- DCH-0373-D, MIChild and Healthy Kids Application

### MA Payment History

Department of Community Health gave FIA permission to update the DCH-203, Medical Expenditures Request.

## 3) SER UPDATES

### Revised FIA-849 Instructions

Instructions on how to process the FIA-849 were revised.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

**RFF 0283**

**Changed Items (content changes) ...**

**RFF 14  
RFF 45  
RFF 59A  
RFF 59B  
RFF 230  
RFF 0373D  
RFF 521  
RFF 798  
RFF 805  
RFF 849  
RFF 872  
RFF 4578  
RFF 4661  
RFF 4782  
RFF MSA203  
RFS 109  
RFS 120**

**Changed Items (link changes only) ...**

**RFF 13  
RFF 1291  
RFF 1555**

**Deleted Items ...**

**RFF 132  
RFF 592  
RFF 2162  
RFF 4348**